



ARKANSAS ARCHEOLOGICAL SURVEY

Coordinating Office, 2475 N. Hatch Ave., Fayetteville, AR 72704, Phone: (479) 575-3556

Loan Agreement

Reference Number (assigned by ARAS Registrar)

TO: _____ at _____
(Name of borrower) (Affiliated Institution)

(Street Address) (City, State, Zip Code)

(Phone Number) (Email Address)

Initiated by: _____
(Station Archeologist or ARAS Representative)

Authorized by: _____
(ARAS Registrar, Director, or State Archeologist)

Shipped via: _____

Picked up by: _____

Date: _____

Loan Period: _____

(loans must be renewed annually)

Renewal of previous loan

Failure to care for loaned objects or return them in good order may lead to refusal of further loans to the individual and their affiliated institution.

Description of object(s) including accession number(s):

(Additional sheets appended []) _____

This material will be used for: [] Exhibit [] Research

(this is a two-sided form, with conditions of loan and signature acknowledging these conditions on the reverse)

Material received in good order by Borrower:

Lender: Borrower Signature: _____

Title: _____

Date: _____

Copies to: Borrower, Station Archeologist, Registrar

Material returned to

Received by: _____

Condition: _____

Date: _____

Research Stations: Arkansas State University, Henderson State University, Parkin Archeological State Park, Southern Arkansas University, Plum Bayou Mounds Archeological State Park, University of Arkansas-Fayetteville, University of Arkansas- Fort Smith, University of Arkansas-Monticello, University of Arkansas-Pine Bluff, Winthrop Rockefeller Institute

The Arkansas Archeological Survey is a unit of the University of Arkansas System. The University of Arkansas is an equal opportunity/affirmative action institution

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Conditions Governing Loan of Objects from the Arkansas Archeological Survey

No object is to be modified or sampled for purposes of analysis, altered, cleaned, or otherwise damaged, without specific written permission from the Director of the Arkansas Archeological Survey.

Items borrowed for exhibition purposes must be exhibited in secure cases in adequately protected areas during the period of the loan.

The borrower must maintain constant and adequate protection of loan materials from the hazards of fire, exposure to deteriorating light, extremes of temperature and relative humidity, insects, dirt, theft, and handling by unauthorized or inexperienced personnel.

Loans are made to institutions and not individuals, except under unusual circumstances. It is understood that the person signing the loan agreement is responsible for ensuring that conditions of the loans are met. Borrowed items will not be sublet or transferred to another institution or individual. Failure to care for loaned objects or to return them in good order may lead to refusal of further loans to the individual and their associated institution.

Loans can be made for up to 12 months in duration and may be renewed upon request. The loan period will not exceed a period of 5 years.

Upon receipt of the items, the borrower shall inspect items for damage and make comments about the damage immediately to the Survey Registrar and appropriate Survey Archeologist in whose care the collection resides.

Copies of any photographs taken by the borrower of individual items, part of items, or groups of items must be deposited with Survey. Any such photographs published should have proper acknowledgment. Conversely, the Survey will not use such photographs without appropriate notification and acknowledgment. Copies of reports resulting from loans of objects, including exhibition catalogues, should be forwarded to the Survey as a condition of loan.

Borrower Signature

Date

Revised 9/2023

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